

Computer Training Section Memorandum for Training

To: Training Coordinator, G-6 Computer Learning Lab, ISMO, MCB Quantico

From: _____

Subject: Computer Training Request

Please submit this form to G-6 (Communication Electronics Division), Computer Training Section, Attention Training Coordinator, located in Shuck Hall, Building 3229. We are located off Dunlap Ave. on Damato St. (near Diamond Hall.)

PLEASE ensure that all prerequisites are met prior to requesting any class seat.

All classes are conducted at the same location. No funds are currently required to attend any of the classes, but *PLEASE limit enrollment to a maximum of 3 classes per individual per quarter.* Classes are currently limited to *military and civilian employees only.*

Applicant's Name: _____ Rank/Grade: _____

Work section: _____ Division: _____

Phone: _____ E-Mail Address: _____

Class: _____ Class date(s): _____

Supervisor's Approval: (Please print: Rank, First Name, Last Name)

I, _____, agree to release the above applicant from his/her normal duties to attend the class on the date(s) listed above and will inform this person that this requested training will be the person's appointed place of duty. I understand that when a seat is reserved and the student cannot attend class - *for any reason* - I must inform the Training Coordinator at X2090. If possible, I will provide a substitute student. Otherwise, the seat will be given to the first available student on stand-by status.

Signature: _____ Phone: _____

Please note the following important information before registering!

1. When the status column is marked "FULL" on the bulletin board, this means that all seats have already been filled. *Please do not submit requests for classes where the status indicates that the class is already full.*

2. You must be assigned as the primary or alternate ISC to attend the Information Systems Coordinator class.

3. You must have a working knowledge of Windows to attend any of the SmartSuite or Microsoft Office classes. You may attend our Windows 95 class or take the training on a self-paced basis in our Learning Lab.

4. Classes begin at 0800. If a student is not in class by this time to claim the reserved seat -- *The seat will be given to the first stand-by student.*

THIS AREA IS TO BE FILLED IN ONLY BY THE TRAINING SECTION STAFF

DATE RECEIVED BY TRAINING: _____ **INITIALS** _____

Revision 01-2003 - Previous versions obsolete.